

OF 72-5202

MINUTES

DD/S STAFF MEETING

25 January 1972

[REDACTED]

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2. Presidential Classroom. Mr. Fisher said that this is the fourth year that the Agency has participated in the Presidential Classroom Program. 1969 was the pilot year. That year an [REDACTED] represented CIA. The program managers were so favorably impressed with [REDACTED] participation that each year since 1969 we have been requested to provide a candidate. Our representatives for 1970 and 1971 were [REDACTED] from the Office of Finance and [REDACTED] from the Office of Security, respectively. This year our representative is [REDACTED] from the Office of Personnel. The program runs from 7 February through 25 March. The first week is dedicated to orientation and preparation for the instructors. During the next six weeks, different groups of high school juniors and seniors from all over the country spend one week in Washington listening to presentations by members of the Executive, Legislative and Judicial Branches of the Government. About 2,000 students are involved this year. The students pay their own fare to Washington or are sponsored by civic organizations in their hometowns. The staff is primarily composed of detailees from Government agencies in town. OTR has provided instruction and briefing material for use by our representative. Quarters are provided for both students and instructors at the Shoreham Hotel.

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3. Subjects for Discussion with Assistant Secretary Donelan. Mr. Coffey asked Office Heads for subjects for discussion with Mr. Joseph Donelan, Assistant Secretary for Administration at State.

4. Mr. Coffey noted that [REDACTED] is now the Administrative Officer for O-DCI.

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5. 1971-72 Consolidated Fund Drive. Mr. Coffey distributed the results of the drive to Office Heads.

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6. Mr. Coffey commented on a paragraph in the Office of Personnel weekly report. OP has just completed the screening of files on [] military detailees to the Agency. The screening made possible the consolidation of 95 boxes of files into 23 boxes. Mr. Coffey indicated that there is a lesson here for all of us.

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7. Around the Table

Office of Security. [] reported that the Intra-Agency Security Committee will convene to take a look at the problem of overclassification of documents in the Agency.

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Office of Medical Services. Dr. Tietjen said he recently attended a three-day conference in San Francisco sponsored by HEW--The National Center for Health Services Delivery Systems. A wide variety of government and industrial organizations were represented at the conference. Presentations were given on a variety of subjects on the theme of how to provide more health services to more people through technology. Dr. Tietjen said the conference was useful but could have been condensed.

Office of Training. Mr. Cunningham said that last week OTR began the 34th running of the Midcareer Course. Among that group of students was the 1,000th to take the Midcareer Course. At a special presentation his name was drawn from a hat and he was given a large medallion by Mr. Colby.

Mr. Cunningham mentioned that the CT Program Staff has been asked how its counsellors could assist the managers of the ISD Professional Trainee Program in counselling PTP trainees.

Mr. Cunningham said he has had sessions with [] concerning the impact of [] on training, and the probable need to have a course on how an "inside" officer manages an "outside" officer.

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The DD/P has sent a letter to General Bennett in which it is suggested that Military Attaches and Defense Attaches being assigned to South America be trained by CIA on the specific interests of CIA in the contact with Soviets by MA's and DA's.

Office of Finance. [] said that W-2's were distributed on 25 January.

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[] mentioned that the Agency may now authorize some greater travel allowances with the lift of the freeze. Regulatory changes are being processed.

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Office of Logistics. Mr. Blake noted requests he has received concerning USIB activities in the building. On 23-24 May facilities are requested for 150 people. On 13 April, 60 people are to be accommodated.